



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

## IDOE Web Stylebook Checklist

*(PLEASE NOTE: This document is meant to serve only as a checklist for authors and editors as they do final reviews of their pages. For additional guidance on each point, please review the IDOE Web Stylebook.)*

- ☐ The information on the page is useful to members of the general public.
- ☐ Content for educators has been migrated to the Learning Connection.
- ☐ All acronyms are spelled out upon first use and used appropriately throughout the page.
- ☐ “Back to \_\_\_\_\_” buttons have been removed from the page.
- ☐ Staff pages have been created for all staff members and for generic email addresses using the stylebook guidance allowing for automatic inclusion of contact information at the bottom of the content page.
- ☐ The word “email” is written without hyphens.
- ☐ All email addresses are “linked.”
- ☐ All file extensions (.pdf, .xls, .doc, etc.) on uploaded documents have been deleted.
- ☐ File names on all uploaded documents have been checked for grammar and use and have been altered to make them easier for the user to understand.
- ☐ Font sizes and headings are appropriate for the content.
- ☐ The word “grades” is not capitalized (unless at the beginning of a sentence).
- ☐ Grade spans are written in numeral form (e.g. grades 3-8, K-12, etc.).
- ☐ The page includes introductory language at the top, and it offers the user a description of the topic or an overview of the information that will be found on the page.
- ☐ The word “kindergarten” is not capitalized (unless at the beginning of a sentence).
- ☐ Line spacing is appropriate for the content.

- ☐ Only five links to external websites (including “mustang” sites) are included in a list of resources on the page.
- ☐ All links to the “old” IDOE site have been updated to reflect the equivalent link on the new site.
- ☐ “Website” is written in this form (no capitalization unless at the beginning of a sentence).
- ☐ Website addresses are linked – not spelled out on the page